

Person Specification: Assistant Head Teacher

	Essential	Desirable
Qualifications	<p>Qualified Teacher Status</p> <p>Evidence of involvement in INSET as a participant and as a provider</p> <p>Degree level qualification</p>	<p>Recent NCSL training or other relevant leadership initiatives/training/or qualification</p>
Experience	<p>The Assistant Head teacher should have experience of:</p> <p>Managing – data/assessment to inform Teaching and Learning;</p> <p>Working within a variety of different schools throughout the primary age range;</p> <p>Strategic responsibilities in school leadership and management;</p> <p>Working with governors;</p> <p>Leading a significant area of curriculum development;</p> <p>The process of school development and improvement planning;</p> <p>Participating in a team approach to management, including change management;</p>	<p>In addition, the Assistant Head teacher might have experience of:</p> <p>Special Educational Needs work within a key stage;</p> <p>Teaching across the primary phase</p> <p>Key involvement in the evaluation and prioritisation of elements in the School Improvement Plan;</p> <p>Successful staff recruitment, appointment and induction.</p>
Knowledge and understanding	<p>The Assistant Head teacher should have knowledge and understanding of:</p> <p>The role of the leadership group within school;</p> <p>The Ofsted Inspection Framework and the process and the place of self-evaluation;</p> <p>Current curriculum management and the school’s role in providing for all pupils;</p> <p>The principles of community cohesion and parental involvement;</p> <p>Whole-school issues and their implications for financial management;</p> <p>Monitoring and assessment across key stages;</p>	<p>In addition, the Assistant Head teacher might also have knowledge and understanding of:</p> <p>Safeguarding procedures and practice;</p> <p>Inclusion</p>
Skills	<p>The Assistant Head teacher will be able to:</p>	<p>In addition, the Assistant Head teacher might be able to:</p>

	<p>Proven experience of exceptional/successful teaching</p> <p>Use vision, initiative and leadership in making change, to enhance and raise standards;</p> <p>Support the work of colleagues and promote staff development, with an understanding of its relevance to performance management;</p> <p>Must have good communication and interpersonal skills</p> <p>Take a positive attitude to behaviour management;</p> <p>Take responsibility for aspects identified within the school improvement plan;</p>	<p>Use ICT with confidence and enthusiasm;</p> <p>Budget planning and financial procedures.</p>
<p>Personal Characteristics</p>	<ul style="list-style-type: none"> • Adaptable/Flexible/Driven • Approachable • Calm • Self-confident • Self-motivated • Excellent organisational and communication skills. • Good sense of humour! 	